ECDL: Module 4 Spreadsheets

STUDY OPTIONS
Part-time

LENGTH
15 hours

DESCRIPTION
This course is designed to advance students in their current jobs and career prospects by equipping them with basic but well-recognized qualifications in Computing and IT. It is suitable for students who would like to to gain an internationally recognized vocational qualification in the main aspects of Computer and IT use, the European Computer Driving Licence.
This course may also be available at the Gallowgate Centre. Click here for more information.

COURSE CONTENT
Through practical exercises and demonstrations, this course develops a broad knowledge of Microsoft Office Excel.
· Module 4 - Spreadsheets
This course covers one module of the complete ECDL programme. In order to gain the qualification, students are required to complete a total of 7 modules and their associated assessments.
This course does not include the formal ECDL assessment (see Notes below).

ENTRY REQUIREMENTS OR GUIDANCE REQUIRED
There are no formal entry requirements for this course but it is assumed that students will have basic computer knowledge. Learners should have some experience using computers, including being able to use a mouse.This course is a suitable follow-on from introductory computing courses.

CERTIFICATION
Please note that the formal ECDL assessment is undertaken out with the course itself. However, one attempt at each module assessment is included in each individual course fee.

REGISTER YOUR INTEREST
If this course is not currently offered at a location or time to suit you, please register an interest.
Once there is sufficient interest we´ll be in touch.

COURSE CONTACT
Information & Booking Centre
Tel: + 44 (0)1224 612000
Email: enquiry@abcol.ac.uk